

City of Oshkosh

Position Description

Position: Transportation Mechanic & Maintenance Division Manager

Department: Transportation

Division: Sign & Transit

Reports to: Director of Transportation

FLSA Status: Exempt

Date: November 2013

POSITION SUMMARY

Supervises the maintenance and repairs of the City's buses. Supervises the application of pavement markings and design, fabrication and installation of signing for vehicular and pedestrian traffic. Directly supervises all maintenance personnel and seasonal workers on a daily basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversee bus maintenance, repairs and cleaning. Supervise maintenance, repairs and cleaning of complete bus fleet. Prioritize maintenance and repairs of buses. Assist with diagnosis and technical repairs. Perform road tests when repairs are completed on problem buses. Advise employees regarding repairs, and seek information to complete repairs as needed. Analyze all components to determine maintenance intervals before failure. Obtain necessary tools and equipment for the maintenance area and supervises the maintenance and use of all tools and equipment. Develop maintenance policies and procedures. Gather and record all information pertaining to maintenance and repairs, including mileage, fuel, oil, etc. Maintain all vehicle files and records. Review all accidents and repair procedures to identify potential ways to reduce or eliminate accidents. Prioritize cleaning activities and inspect all buses and vehicles after cleaning is completed. Respond to citizen complaints regarding bus ride quality and cleanliness. Support response to FTA triennial review and similar program reviews in areas related to maintenance. (30%)
- Oversee building, transit center, shelters, benches and grounds maintenance. Supervise and administer the cleaning, repairs, and maintenance of the main facility, sign and electrical shop, Downtown Transit Center, shelters, and benches. Supervise contracts for facility maintenance and cleaning, including snow removal at shelters and benches. (5%)
- Obtain parts, materials and equipment for transit maintenance and Sign Division. Manage parts inventory, keep stock levels up and store inventory in proper location. Create and develop specifications for obtaining the best quality and longest life cycle of vehicles, parts, materials and equipment. Obtain parts and materials necessary for maintenance and repairs using competitive bid procedure to obtain parts and materials at the lowest possible cost. Assist in the preparation of the budget for replacement vehicles, materials, parts and equipment. (15%)

- Supervise transit maintenance staff and sign division staff. Supervise the maintenance staff and Sign Division personnel, which includes the hiring, disciplining, performance evaluation, goal setting, and assignment of employees. (5%)
- Provide supervisory and dispatch support for GO Transit bus operations. Open the GO Transit facility and makes bus assignments to drivers. Fill in for the Operations Supervisor in his/her absence, including scheduling of work, and dispatch. Answer radio calls as needed. Provide field support for special services, such as EAA. (20%)
- Oversee employee safety. Oversee the safety of assigned workers by instructing individuals in proper safety procedures and monitoring work in progress. Develop, maintain and enforce safety programs, policies, and procedures. (5%)
- Help resolve customer inquiries. Answer the telephone; provide route information; enter complaints and compliments in database and forward for resolution. Sell monthly passes, tokens and punch passes, and tickets. (10%)
- Manage Sign Division. Supervise the application of pavement markings and design, fabrication and installation of signing for vehicular and pedestrian traffic. Monitor and manage operations and capital budget expenses for Sign Division. Select sign locations and placement. Respond to citizen complaints. (10%)
- Perform other duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Vocational school diploma in Diesel Mechanics or a related field.
- Five (5) years experience in mechanics and parts.
- Three (3) years of supervisory experience.
- A.S.E. master technician certification.
- Air brake certification, air conditioning certification and automotive electrical certification.
- State of WI Class B DCL Commercial Drivers License with passenger endorsement and no air brake restriction and a good driving record.

Necessary Knowledge, Skills and Abilities:

- Knowledge of the principles of diesel mechanics.
- Knowledge of the proper operation and maintenance of City vehicles, and all maintenance equipment.
- Ability to develop effective safety policies.
- Ability to schedule employees and repairs.
- Possess good interpersonal skills, be team oriented, and able to establish and maintain effective working relationships with co-workers, other city employees, and the public.

In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the essential duties and responsibilities of the position.

TOOLS AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools and other tools required for all repairs and routing maintenance of motorized vehicles, and

electronic diagnostic equipment. Personal computer, calculator, fax, copier, phone, mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee is occasionally required to walk, sit and talk or hear. The employee must be able to lift up to 50 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability of adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

In evaluating candidates for this position, the City may consider formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.